

Alabama Board of Nursing Scholarship

INFORMATION AND INSTRUCTIONS

Please read the candidate qualifications and scholarship conditions carefully.

Basic Candidate Qualifications

To be eligible to receive a scholarship, a person must:

- (a) Have been a resident of Alabama for a period of at least one year preceding application. Two proofs of residency are required and must include your name, a physical Alabama address (post office boxes are not acceptable), and be dated between July 01, 2012 and July 01, 2014.
- (b) Have an active, unencumbered Alabama Registered Nurse license.
- (c) Be a person of good character.
- (d) Submit a completed electronic application on or before July 31, 2015. It is the responsibility of the applicant to ensure all of the required information is received by the deadline.
- (e) Have been admitted to an accredited graduate program within the state of Alabama seeking a graduate degree.

Scholarship Conditions

- (a) During the year of funding (Fall 2015, Spring 2016, Summer 2016), recipient must attend school for at least 6 hours each semester (8 hours per quarter) for no fewer than two consecutive semesters.
- (b) Prior to October 15 of the year of study, recipient must submit a signed promissory note and an agreement to fulfill obligations.
- (c) Recipient must keep the Board informed of the status of the above conditions and must immediately inform the Board in the event of failure to comply with the conditions.
- (d) The Board, at its discretion and for just cause shown, may modify or extend the conditions on an individual basis.
- (e) Applicants must agree to teach nursing full-time at an Alabama college or university or practice in a nursing position in Alabama for at least two years immediately following graduation.

Application Packet Information

It is your responsibility to submit a complete application packet. Your application packet must be received on or before July 31, 2015 by 4:30 pm Central time, and all of the following items must be included and deemed acceptable by the packet deadline:

- (a) A completed application;
- (b) Certification of admission to graduate study signed by the dean or associate dean; and
- (c) Two documents evidencing Alabama residency. The proofs of residency must be dated between **July 01, 2012 to July 01, 2014** and must contain the applicant's name and an Alabama physical address (items with Post Office boxes for the address are not acceptable as proofs of residency). You must select one item from list A and one item from list B.

List A	List B
current Alabama driver's license	2012 or 2013 federal tax return
expired Alabama driver's license	automobile insurance card
current passport	automobile tag receipt
expired passport	utility bill (gas, power, water, cable etc.)
2012 or 2013 state tax return	cell phone bill
voter registration card	bank statement

The scholarship application packet must be submitted electronically at <http://www.abn.alabama.gov/abnonlineapps/MyABNScholarshipLogin.aspx>. You must upload your certificate of admission and your proofs of residency prior to submitting your scholarship application. You can check the status of your application by typing in your nursing license number here: at <http://www.abn.alabama.gov/abnonlineapps/MyABNScholarshipLogin.aspx>.

Important dates to remember

7/31/15 – All applications must be completed and all documents must be deemed received and accepted by 4:30 pm Central time.

9/30/15 - Applications will be considered by the Board at the September 17, 2015 meeting. Everyone having an accepted application on file by 4:30 pm Central time on July 31, 2015, will be notified via email regarding whether or not they were chosen no later than September 30, 2015.

Step by Step Instructions for the Scholarship Application

1. The application is completely electronic this year. To apply, please visit <http://www.abn.alabama.gov/abnonlineapps/MyABNScholarshipLogin.aspx>
2. Enter your license number and your password. The password may be the last four digits of your social security number. If you have forgotten your password, please use the "Forgot Password" link.
3. You must read the requirements checklist and select each box signifying your consent/signature. Then you can select the "Save and Continue to Application" button.
4. On the "Scholarship Application" tab, please review the contact information that has been prepopulated. If you need to edit any information, select the "Edit" button. Enter all education information and answer the questions listed. You may select the "Save" button if you wish to save what you have completed so far and come back to it at a later date, or you can select the "Save and Next" button to save what you have completed and continue on with the application.
5. The "Questions" tab consists of five essay questions and your employment history. The essay questions have a 50 character minimum. After each sub-tab you select the "Save and Next" button. The "Employment History" sub-tab requires your employment history for the last five years, your post high school education history, and any academic or professional honors or awards. To add a new record, select the word "New" in blue. If you do not have any academic or professional honors or awards to add, please select "New" and type "N/A". Once you've completed the questions and employment history, you can select the "Save" button or "Save and Next" button.
6. Use the "Documents" tab to upload your two proofs of residency and your certificate of admission to graduate study. Please make sure your proofs of residency meet all requirements listed on page 2 of this document. Select the document type and then select a file for download. Repeat that action until all documents are attached. If you need to delete a document, select the "X" next to the document. If you want to view a document, select "Download/View." The certificate of admission form is provided via an orange link in the center of the page (in case you did not print it out previously). Once you've uploaded your files and read and checked the box that confirms you made sure your documents met the guidelines listed on page 2 of this document, you can select the "Save" button or the "Save and Next" button.
7. The "Ready to Send" tab shows you each section that you have completed (with a check box being selected) and each section that you haven't completed. You must complete all sections before you can submit your application. The "Submit Your Application" button will be available if all boxes are checked.

Should you have any questions or need any assistance, please contact Christie Davis at Christie.Davis@abn.alabama.gov or Tracie Cole at Tracie.Cole@abn.alabama.gov.